



Classification: Staff Services Manager I	Position No. 1600-4800-004
CBID: S01	Office: Office of Governmental Affairs
Date Prepared: January 2013	Division: Small Offices
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Director of Office of Governmental Affairs (OGA), this key position will supervise OGA administrative and analytical staff and support and advise the OGA Director and Commission leadership.

WORKING CONDITIONS: Work is performed in an indoor office and/or in meeting room settings involving sitting, standing, and or walking.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent is required to work alone and/or in a team environment; to utilize a personal computer and appropriate Commission software such as word processing, electronic mail, and Internet; and to participate in and lead meetings with other staff and with other agencies.

The Staff Services Manager I is the principal OGA staff member and supervisor. Responsibilities include:

30% Staff and Workload Management – (E)

- ☐ Plan, organize, direct and supervise the work of the OGA staff.
- ☐ Review, critique, edit and finalize written work of OGA staff.
- ☐ Ensure OGA staff work products are accurate, appropriate and timely.
- ☐ Mentor OGA staff by conducting performance reviews, developing staff members' analytical and written skills, and assisting with professional development.
- ☐ Assign newly introduced legislation to divisions, Policy Committees, and staff for analysis and track progress to ensure timely completion.

30% Communication and Relationship Building – (E)

- ☐ Attend hearings, briefings and other meetings, internally and externally.
- ☐ Consult with legislative staff, committees and other internal and external stakeholders.
- ☐ Represent the Commission to internal and external stakeholders at private meetings and through testimony at public events.
- ☐ Compose correspondence to legislative staff and committees and other stakeholders.
- ☐ Respond, verbally and in writing, to inquiries from commissioners, commission staff, legislative staff and other key stakeholders.

**25% Leadership Support – (E)**

- ☐ Identify critical policy, political and administrative issues as they develop and inform the OGA Director, as needed.
- ☐ Act as backup to the Legislative Director.
- ☐ Provide training to Commission staff on legislative procedures and analysis.

10% Analysis and Product Development – (E)

- ☐ Track the progress of legislative proposals through the legislative process.
- ☐ Prepare bill analyses on controversial, sensitive, high-profile legislation.
- ☐ Write, review, and edit legislative concept papers and proposals.

5% Duties – (M)

- ☐ Other duties appropriate to the class specification for this classification. This position will require occasional evening and weekend work to accommodate workload and the legislative calendar.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
Date	Date
Staff Services Manager I	Jay Dickenson Director of Governmental Affairs